

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 946
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-287A

OPENING DATE: 23 June 2004

CLOSING DATE: 14 July 2004

POSITION TITLE: Community Manager

(This announcement runs concurrently with a Technician announcement for the same position.)

MILITARY GRADE REQUIREMENT: Officer Not to Exceed Lt Col/O-5**

LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR

NOMINATING OFFICIAL: Col John R. Dallas, Air Commander (Plt/Nav)

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION:

Onboard AGR members of the Arkansas Air National Guard. ****Position is open to current AGR officers only.**

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 33SX. A minimum of 18 credit hours of IT related courses is mandatory, or an Undergraduate degree in electrical or computer engineering is required.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Prior to entry on tour, selectee will meet the physical qualifications outlined in Chapter 7, AFI 48-123. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months prior to entry on military duty. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 33SX.

OTHER: Applicants for the AGR program should be able to complete 20 years of active federal service prior to completing 20 years of active Federal service prior to mandatory separation. Individuals selected for AGR tours that cannot attain 20 years active federal service prior to reaching mandatory separation must complete a Statement of Understanding that they cannot meet this requirement. Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position.

SUMMARY OF DUTIES: The incumbent accomplishes internal staff work which relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to

SUMMARY OF DUTIES (Continued): base activities. Plans, directs and/or participates in special ANG and wing initiated studies and projects relating to the organization, resource utilization, logistical support, and readiness programs. Acts as intermediary to solve problems and disagreements that are referred to the Air Commander. Establishes and maintains liaison with public officials and civil groups, other reserve component activities, unit advisors and staff representatives of the respective headquarters, and the National Guard Bureau. Responsible for preparing and coordinating news releases with local news agencies on items of interest to unit members, their families, and the community. Acts as the focal point for Family Support. Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting application package listed below. Submit applications to Human Resources Office, Camp Robinson-HRO-Box 946, North Little Rock, AR 72199-9600, or to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096, so that it will arrive on or before the closing date of the announcement. **FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. **Application package consists of following:**

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR). **NGB 34-1 must be signed in original ink.**
2. **Current AF Form 422** – Physical Profile Serial Report
3. **Current height and weight statement**
4. **RIP** – Report on Individual Personnel
5. **SF 181** - Race and National Origin Identification
6. **Transcript (copy) for 18 hrs IT related courses or Undergraduate Degree in Electrical or Computer Engineering if applicant does not possess AFSC.**

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

////SIGNED////
SHARON E. BAXTER
Human Resources Specialist
Recruitment and Placement